eBenefits

Quick Reference Guide

1) How to access eBenefits

2013 Open Enrollment Period • **May 13–29, 2013**

All State, K-12 & Higher Education employees

1. Open Internet Browser (Internet Explorer or Netscape).
2. Type in https://eapps.erp.delaware.gov/
3. Press Enter or Go.
   If you get a Security message: Do you want to proceed? Click Yes
4. Employee Self Service Sign in screen opens.
5. Enter **User ID** which is your six digit Employee ID number. This is the same ID used to access the system to view your paycheck online. If you cannot locate your ID, contact your HR/Benefits office.
6. Enter Password.

   Password
   - If you have accessed ePay or Time & Labor (to view paycheck, leave data, or to enter your own time) you will use the password set up at that time instead of the default password
   - If you have not accessed employee self-service, the password will be the default password as shown below:

        Password = de$mmdd####
        de = de
        $ = $
        mm = your birth month
        dd = your birth day
        #### = last 4 digits of your SSN

7. Click **Sign In**.

8. If you are using the default password, a prompt appears to change your password. If a prompt appears, click prompt to change password. New password must be at least 8 characters long and include at least 1 number and 1 special character. Do not use the following characters in your password - & < > ' "

   - Enter current **Password** = de$mmdd####
   - Enter new **Password**
   - Confirm new **Password**
   - Click **Change Password**
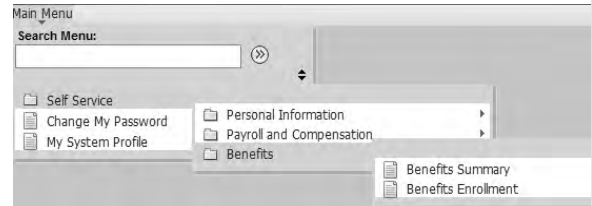   - Make a note of your password
   - Click **OK**

State of Delaware
The Official Website of the First State

Your Search...   SEARCH

Office of Management and Budget : Employee Communications : ePay

HOME
ANNOUNCEMENTS
SELF-SERVICE USER ACCOUNT ASSISTANCE
NEW USER INFORMATION
EMPLOYEE SELF-SERVICE LOGIN

Employee Self-Service
Login to Employee Self-Service to access: ePay, Time & Labor Self-Service, eBenefits

* Log-In Required
   Please enter your Employee ID Number and Password below:

Empl ID:
Password:

Sign In

Last Updated:

Do not use the "BACK" button in this web site.

View Your Current Benefit Elections:

1. Click **Self Service.**
2. Click **Benefits.**
3. Click **Benefits Enrollment**.
4. On the **Benefits Enrollment** page, click **Select.**
5. The **Open Enrollment** page shows you what benefits you currently have. Use the vertical scroll bar on the right side to view the entire list.

To Make Changes:

1. Click the **Edit** button next to the benefit you wish to change (i.e., Medical, Dental, Vision, Blood Bank).
2. Click the **radio button** next to the option you wish to select.
3. For Medical, Dental and Vision, select the dependents you wish to have covered. By using the scroll bar to scroll down you can see all eligible dependent(s). Dependents to be enrolled must have a check in the checkbox before their name. Click on the checkbox to ADD or REMOVE check.

To add a dependent who is not listed, or to see how to specify a primary care provider (PCP), see next page.
4. Click **Update Elections** to review your changes.
5. Review and click **Update Elections** to accept or **Discard Changes** to correct.
6. You may want to print this page for your records.
7. When all changes are made, click **Submit,** located at the bottom of Benefits Enrollment - Open Enrollment page.

Submit Your Benefit Choices:

1. Carefully read the **Submit Benefit Choices** page.
2. Click **Submit** to Authorize Elections.
3. Click **OK** at the **Submit Confirmation** page to verify elections have been submitted.

Important!
Click sign out to sign out of eBenefits

Click on Benefits Enrollment

Benefits Enrollment

Employee Name:

The only time you may change your benefit choices on-line is during open enrollment. Please contact your Human Resources/Benefits Office to make changes due to a qualified family status change or other qualifying event.
The Information icon provides you with additional information about your enrollment.
The Select button next to an event means it is currently open for enrollment.
To begin your enrollment, click Select.

Open Benefit Events

Event Description	Event Date	Event Status	Job Title	
Open Enrollment	❶ 06/30/2013	Open	Accounting Specialist	Select

Once you click Select, it will take a few seconds for your benefits enrollment information to load. If the Select button does not bring up your enrollment information, contact your Human Resources/Benefit Office.

Enrollment Summary

Medical	Full Cost	Credits	Before Tax	After Tax	Edit
Current: Blue Cross Comp PPO BT:Empl Only					
New: Highmark Blue Cross PPO:Empl Only	41.40	0.00	41.40		Edit
Dental	Full Cost	Credits	Before Tax	After Tax	
Current: Delta Dental PPO:Empl Only					
New: Delta Dental PPO Plus Premier:Empl Only	15.81	0.00	15.81		Edit
Vision	Full Cost	Credits	Before Tax	After Tax	
Current: State Vision:Empl Only					
New: State Vision:Empl Only	3.06	0.00	3.06		Edit
Blood Bank	Full Cost	Credits	Before Tax	After Tax	
Current: Blood Bank of Delaware:Empl Only					
New: Blood Bank of Delmarva:Empl Only	0.00	0.00			

Authorize Elections

By submitting your benefit choices you are authorizing the State of Delaware to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the State of Delaware to send necessary personal information to your selected providers to initiate and support your coverage. Deductions will begin with the July 26, 2013 paycheck and coverage will begin on July 1, 2013.

Submit   Cancel

Click **Submit** to send your final choices to be processed.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Benefits Enrollment

Submit Confirmation

Your benefit choices have been successfully submitted for processing.
To return to the Benefits Enrollment page, click **OK** or click **Sign Out** to exit.

OK

Home | Add to Favorites | Sign out

Adding Dependent(s):

1. After you click **Edit** button for medical, dental, vision, or blood bank; using the scroll bar, scroll to the bottom and click the **Add/Review Dependents** button.

2. To add a dependent, click **Add a Dependent** link.

3. If you cover a dependent who turned 21 prior to the end of the 2012 calendar year, go to **www.ben.omb.delaware.gov/documents/cob** for complete requirements regarding primary coverage.

4. Enter all dependent information; i.e., name, address, date of birth, SSN, etc., (If the address and/or phone number are the same as the employee, click the checkbox '**Same address as employee**' and/or '**Same phone as employee**'.)

5. If adding and enrolling a spouse or children due to marriage, choose the relationship of spouse, son and/or daughter as applicable.

If adding and enrolling a spouse or children due to a civil union for the FIRST TIME, complete the Certification of Tax Dependent Status Form at **www.ben.omb.delaware.gov/cu** to determine tax dependency. Based on tax dependency, choose the proper relationship of IRS Qualified (IRSQ) or IRS Non-Qualified (IRSNQ) for your spouse and children. Submit the completed Certification of Tax Dependent Status Form to your organization's Human Resources/Benefits Office.

6. Click **Save**.

7. If the required fields are not completed, you will receive an error message box instructing which missing fields are required to complete the transaction.
-If Box states that a field should be entered for dependent, click Cancel and enter the field. Do not click "OK"
-If Box states "field is required", click OK and enter the required information

8. After receiving the successful confirmation, click **OK**, then scroll down and click **Return to Enrollment Dependent/Beneficiary Summary**.

9. Scroll down and click **Return to Event Selection**. To enroll the new dependent, scroll down to **Enroll Your Dependents** and click on the checkbox.

10. Click **Update Elections.**

Specify a Primary Care Provider (PCP):

A PCP ID code must be entered, if you are enrolling yourself or a dependent in one of these HMO plans for the **first time:**

- Medical—Highmark Blue Care® or Aetna's HMO plan.
- Dental—Dominion Dental Services

1. After you click the **Edit** button for medical or dental; using the scroll bar, scroll to the bottom and go to the **Specify a Primary Care Provider ID** textbox.

2. Enter your provider ID code. If you don't know your provider ID code, click **Select a Provider**.

3. Select appropriate checkboxes.

4. Click **Dependent Provider List** to enter PCP for dependents if different from your PCP. Check if Previously Seen. Click **Update Elections**.

5. Click **Update Elections** to review Benefits Enrollment page.

6. Click **Submit** to store your choices.

To view your Benefits Summary at anytime:

1. Follow the instructions on Page 1 to access eBenefits.

2. Once you have logged on, Click **Self Service**.

3. Click **Benefits**.

4. Click **Benefits Summary**.

5. Change the date in the box to **07/01/2013**.

6. Click **Go**.

If there is an error in your benefit elections or the coverage listed, you must contact your HR/Benefits Office no later than June 7, 2013 to have the error corrected.

NO CORRECTIONS WILL BE MADE AFTER JUNE 7, 2013.

Favorites | Main Menu > Self Service > Benefits > Benefits Summary

Benefits Summary

To view your benefits as of another date, enter the date and select Go.

07/01/2013 [31]   Go

Benefits Summary		
Type of Benefit	Plan Description	Coverage or Participation
Medical	Highmark Blue Cross PPO	Employee Only
Dental	Delta Dental PPO Plus Premier	Employee Only
Vision	State Vision	Employee Only
Blood Bank	Blood Bank of Delmarva	

NEED HELP!!!
For Password Reset Assistance
Contact the Employee Self-service Call Center

Toll-free at 1-866-751-7833
8:00 a.m. to 4:30 p.m. Monday through Friday
Available May 13 through May 29

Please have your Employee ID number available when you call. If your call should go to voicemail, leave a message with your name, your Employee ID number and a phone number where you can be reached between the hours of 8:00 a.m. to 4:30 p.m. Your password will be reset and your call will be returned as quickly as possible.

OR
You can go to **www.omb.delaware.gov/epay**.
Click on USER ACCOUNT ASSISTANCE (located on the left hand side),
Click on SUBMIT AN ONLINE REQUEST.
Complete and submit the form to have your password reset.

DO NOT LEAVE A VOICE MAIL *AND* SUBMIT A FORM AS THIS MAY RESULT IN YOUR PASSWORD BEING RESET AN ADDITIONAL TIME AFTER YOU HAVE SUCCESSFULLY LOGGED IN.
For General Benefit Questions And Online Enrollment (Employee Self-Service) Assistance For Employees:

Contact the Statewide Benefits Office Help Desk
Toll-free at **1-800-489-8933**
8:00 a.m. to 4:30 p.m. Monday through Friday
Available May 13 through May 29